



REQUEST FOR PROPOSAL #2012/13-2000-00-004
CONSULTANT SERVICES:
800 MHZ RADIO COMMUNICATIONS SYSTEM

Submission Date:
April 4, 2013
At 11:00 AM

PROPOSALS SHOULD BE DIRECTED TO:

The City of Hialeah, Florida
Office of the City Clerk
City Hall
501 Palm Ave, 3rd Floor
Hialeah, FL 33010

TECHNICAL INQUIRIES SHOULD BE DIRECTED TO:

Luis Suarez
Purchasing Supervisor
Phone (305) 883-5857
Email: lasuarez@hialeahfl.gov

CITY OF HIALEAH

REQUEST FOR PROPOSALS

CONSULTANT SERVICES: 800 MHZ RADIO COMMUNICATION SYSTEM

CITY OF HIALEAH

**ADVERTISEMENT
and
INVITATION FOR PROPOSALS**

Sealed, written Proposals in Response to the RFP "Proposal" will only be received by the City Clerk of the City of Hialeah, in the City Clerk's office on the 3rd Floor of City Hall located at 501 Palm Avenue, Hialeah, Florida, **until 11 :00 A.M. Thursday, April 4th, 2013**, at which time the proposals will be opened by the City Clerk in the 3rd Floor Conference Room, 501 Palm Avenue, Hialeah, Florida, and delivered to the Purchasing Department for review and handling, for furnishing the following:

**CONSULTANT SERVICES: 800 MHZ RADIO COMMUNICATIONS SYSTEM
RFP No. 2012/13-2000-00-004**

Evaluation criteria: Overall Approach and Methodology – 25%; Work Experience – 25%; Contractor's Demonstrated Ability – 25%; Proposal Cost – 25%. The City discourages companies that do not meet high professional standards and experience to apply.

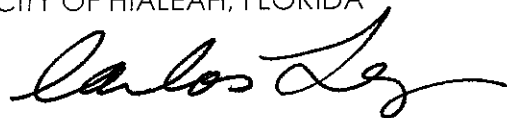
Affidavits/forms and text of the Request for Proposal may be obtained at the Purchasing Office, City Hall, 501 Palm Avenue, 4th Floor, Hialeah, Florida, or by calling (305) 883-5846.

Proposals shall be submitted in sealed envelopes and shall bear on the face, thereof, the Proposal Number, and the complete name and address of the Proposer.

Proposals may be held by the City of Hialeah for a period not to exceed sixty (60) days from the date of opening for the purpose of reviewing the proposals and investigating the qualifications of the Proposers, prior to awarding the license.

The City of Hialeah reserves the right to accept or reject Proposals on each item separately or as whole, or waive any informality in the Request for Proposal process.

CITY OF HIALEAH, FLORIDA



Carlos Lopez
Acting Purchasing Director

Advertisement Date:
Monday, March 18, 2013

I. PURPOSE

The City of Hialeah, FL, herein after referred to as (COH) under Request for Proposal (RFP) 2012/13-2000-00-004, is soliciting proposals from qualified firms for consulting services to assist with the preparation of an RFP as well as an analysis and evaluation of solutions to replace the existing 800 MHz Radio Communications System with APCO 25 (P25) technology.

II. BACKGROUND

The COH owns and operates a ten channel Motorola Smartnet trunked simulcast radio system providing communications to its own Police, Fire, Public Works Departments as well as Local Government.

The COH operates its own PSAP providing its residents Police, Fire and Rescue services.

The radio system is comprised of three (3) tower sites. One site acting as prime/remote and two remote sites. The prime site is located at the Hialeah Fire Administration building along with our main PSAP, one remote site located at the Police Communications building along with our backup PSAP and one remote site on a shelter located at the Bucky Dent Park.

The COH is considering replacing its 800 MHz Radio Communications System, currently meeting the needs of its 1800 users; however, the current manufacturer (Motorola), has advised the system is reaching end of life and that replacement parts and maintenance will be an issue in the future due to the age of the equipment and will longer will be supported once it reaches end of life.

The COH is wishing to replace with APCO P25 Phase I compliance equipment and possibly add a fourth site at the Annexation Area in the northwest quadrant of the City. Therefore, The COH is soliciting consulting services to assist with the preparation of an RFP as well as evaluation and analysis of various solutions including interoperability with surrounding agencies.

III. SCOPE OF WORK

The COH is seeking a consultant and advisor to assist the City with the following:

- Development of a business plan for the replacement of the actual 800 MHz radio communication system
- Provide a complete assessment of the current 800 MHz radio communication system, including But not limited to: backbone equipment, microwave equipment, addition of a new site, subscribers, engineering, system staging, and system integration and system acceptance;
- Provide analysis and consulting services as required for design modifications;
- Provide onsite field /site surveys as required;
- Preparation and evaluation of a RFP a vendor or system to replace the 800 MHz system including, but not limited to:
 - Thorough analysis of equipment and cost
 - Price negotiations
 - Maintenance plans and costs
 - Pre-proposal conference;
- Research similar projects and identifying potential efficiencies that can be realized;

- Review existing interoperable standards and equipment; with the goal to establish the requisite interoperability level needed for the region.
- Drafting written communication to various stakeholders and presentation in attendance at meetings of Technology Committee, Selection Committee and City Council.

Project Control:

1. The Consultant will meet with selected representatives on a regular basis or as determined necessary by the Committee to review progress and provide necessary guidance and feedback to the Committee to assist in solving problems which may arise.
2. The consultant will, on a regular basis, submit brief written summaries of the work accomplished during the reporting period, work to be accomplished during the subsequent reporting period, real or anticipated problems and notification of any significant deviation from previously agreed upon work plans.
3. Within 15 working days of the award of the contract, the Consultant will submit to the Committee for approval a work plan, which includes the following:
 - a. The Consultant's names and titles of personnel assigned to the project
 - b. The project breakdown showing subprojects, tasks and activities
 - c. The time-phased plan for completing the project

IV. PROPOSAL REQUIREMENTS

A. GENERAL CONDITIONS

1. All costs of proposal preparation shall be assumed by the proposer. The COH shall not, in any event, be liable for any pre-contractual expenses incurred by a proposer in the preparation and/or submission of its proposal.
2. The COH reserves the right to request that any entity submitting a proposal to clarify its proposal during the selection phase.
3. The COH reserves the right to modify or alter any requirements of this RFP in its sole discretion prior to submission deadline of proposals.
4. The COH reserves the right to extend the submission deadline of this RFP in its sole discretion.
5. The COH reserves the right to amend this RFP by written addendum prior to submission deadline.
6. The COH is responsible only for that which is expressly stated in this RFP and any authorized written addenda hereto.
7. The COH is not responsible for and shall not be bound by any representations otherwise made by any individual acting or purporting to act on the City of Hialeah's behalf.

8. Submission of a proposal in response to this solicitation shall constitute a firm and fixed offer to the COH which will remain open and valid for a minimum of one hundred eighty (180) days from the submission deadline.

9. A proposal may be withdrawn by written request made on the Proposer's letterhead and signed by an authorized signatory or by email at any time prior to the submission deadline.

10. The COH reserves the right to withdraw this RFP at any time without prior notice.

The COH makes no representation that any contract will be awarded to any Proposer responding to the RFP.

B. PROPOSAL CONTENT AND SUBMISSION

Proposals shall include the following information at a minimum. The COH will review each proposal in the following areas:

1. Cover Letter

a. Include the title, address, telephone number, fax number, and e-mail address of the person(s) who will be authorized to represent the Proposer and each collaborator.

2. Overall Approach and Methodology

a. Provide detailed discussion on the Proposer's overall approach and methodology to complete the proposed scope of work.
b. Submit a project work plan and schedule that identifies project phases, tasks, and staff allocated for each major task, milestones, deliverables and start and completion dates for each major task necessary to address each scope of work requirement. The Proposer should describe the time requirement for the initiation and completion of each task delineated herein.

3. Work Experience

a. Describe Proposers' qualifications, experience, and capability to provide the services solicited.
b. Submit resumes of key personnel that will work on this project
c. Describe the Contractor's experience in completed projects similar in scope and nature as services solicited in this RFP.

4. Contractor's Demonstrated Ability

a. Provide the Contractor's financial statement for the last 3 years.
b. Describe the availability of adequate staffing, including support and backup staff.
c. Samples of related/comparable past projects that would serve as examples of experience and expertise necessary for this project. Provide a minimum of three written client references that pertain to projects and services that are similar in nature, such as assessments of other telecommunications projects.
d. Provide a minimum of three client references including name of company/project, contact name, complete address, telephone and email address of contact.

5. Proposal Cost

- a. Proposers must provide hourly rates for personnel listed in 3.b directly above.

NOTE: The lowest cost Proposer may not be determined to be the best Proposer when all the evaluation factors have been considered.

Documents to be submitted with Proposal:

Assignment, Signature Page, Non-Collusion Affidavit, Disclosure Affidavit & Sworn Statement (attached; must be filled out and executed by all Proposers)

Deadline for Submission of Proposal

Proposal must be submitted no later than 11:00 a.m., on April 4, 2013, to The City of Hialeah Florida, Office of The City Clerk at the City of Hialeah, FL located at 501 Palm Ave – 3rd Floor, Hialeah, FL 33010.

Timely submission of the proposal is the sole responsibility of the Proposer.

The COH reserves the right to determine the timeliness of submissions. Late proposals will not be reviewed.

C. Proposal Package

Proposer shall submit one (1) original and four (4) hard copies of proposal package.

Proposals must be received no later than 11:00 a.m. on March 27, 2013 (Eastern Standard Time).

Inquiries concerning proposal submission requirements, terms and conditions or any other Administrative concerns should be directed to:

Name: Luis Suarez, Purchasing Supervisor

Email: lasuarez@hialeahfl.gov

Proposals should be addressed to:

The City of Hialeah, Florida
Office of the City Clerk
City Hall
501 Palm Ave, 3rd Floor
Hialeah, FL 33010

It is important that the proposal be submitted in a **sealed** envelope clearly marked with the following information:

Request for Proposal

Consultant Services: 800 MHz Radio System

RFP #2012/13-2000-00-004

City of Hialeah

April 4, 2013

All proposals must be hand delivered or mailed (no guarantee on mailed proposals) and

Be valid for a period of one hundred and eighty (180) days from the above date. It

Is the responsibility of the Proposer to insure that the City of Hialeah receives the proposal by the

Date and time specified above. Mailed proposals must be received, not postmarked, by April 4, 2013, 11:00 a.m. EST, or it will be considered late. Late, faxed or emailed proposals will not be considered.

V. EVALUATION CRITERIA

Proposals shall be evaluated on the following categories:

EVALUATION CRITERIA	
Overall Approach and Methodology	25%
Work Experience	25%
Contractor's Demonstrated Ability	25%
Proposal Cost	25%
Total Possible	100%

Following the evaluation of written proposals, the COH reserves the right to request oral interviews.

(THIS SPACE IS LEFT INTENTIONALLY BLANK)

ASSIGNMENT

For, and in recognition of, good and valuable considerations, receipt of which is hereby acknowledged, _____,

Company Name

acting herein by and through _____,

Individual Name

its _____ and duly authorized agent,

Title of Individual's Position

hereby conveys, sells, assigns and transfers to the City of Hialeah, Florida all rights, title and interest in and to all cause of action it may now or hereafter acquire under the antitrust laws of the United States and the State of Florida for price fixing, relating to the particular goods or services purchased or acquired by the City of Hialeah, Florida pursuant to _____

Identity of City Contract

Date

Name

Signature

Title

Name of Company

SIGNATURE PAGE

The undersigned agrees to enter into an agreement with the City of Hialeah to provide the services described for: (in words): _____

\$ _____.

Should additional services be required please submit your hourly rate: _____ \$ /Hour

Signature Date

Print Name

Title

Company Name

Company Address

City, State, Zip Code

Telephone # Fax #

Email address: _____

Federal Tax ID # _____

The above individual is authorized to sign on behalf of company submitting proposal. This bid is valid for 180 days from the date of the above signature. The Contractor will be required to provide an insurance certificate and sign a standard Service Contract.

NOTE: Please include this completed form in your proposal.

NONCOLLUSION AFFIDAVIT OF PRIME BIDDER

State of _____)

County of _____)

_____, being first duly sworn,
deposes and says that:

- (1) He is _____ of _____, the Bidder that has submitted the attached Bid:
- (2) He is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid:
- (3) Such Bid is genuine and is not a collusive or sham Bid;
- (4) Neither the said Bidder nor any of its officers, partner, own agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed directly or indirectly with any other Bidder, firm or person to sub a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted or to refrain bidding in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm or person, or to fix any overhead, profit or cost element of the Bid price or the Bid price any other Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the **City of Hialeah** (Local Public Agency) or any person interested in the proposed Contract; and

The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

(Name) _____

Subscribed and sworn to before me

(Title)

This ____ day of _____, 200 ____

Title _____

(Title)

My commission expires _____

**PURCHASING DIVISION
CITY OF HIALEAH DISCLOSURE AFFIDAVIT**

I _____ being first duly sworn, state:

The full legal name and business address* of the person or entity contracting or transacting business with the City of Hialeah are:

Phone Number: _____ Fax Number: _____

If the contract or business transaction is with a corporation, the full legal name and business address* shall be provided for each officer and director and each stockholder who holds directly or indirectly five percent (5%) or more of the corporation's stock. If the contract or business transaction is with a partnership, the full legal name and business address* shall be provided for each partner. If the contract or business transaction is with a trust, the full legal name and address* shall be provided for each trustee and each beneficiary. All such names and addresses are:

The full legal names and business address* of any other individual (other) than subcontractors, material men, suppliers, laborers, or lenders who have, or will have, any interest (legal, equitable beneficial or otherwise) in the contract or business transaction with the City of Hialeah are:

Tax ID Number (F.E.I.N) or Social Security Number: _____ - _____

PROOF OF CORPORATE STATUS

Please provide proof of corporate status. All vendors and bidders must be an active corporation in good standing in the State of Florida or any other State. If incorporated in a State other than Florida, then please provide proof that the corporation is registered to do business in the State of Florida in addition to proof of active corporate status. If incorporated in Florida, a computer print-out from the Department of State will be sufficient proof of corporate status. This requirement also applies to limited liability companies, partnerships, limited partnerships, joint-ventures, etc.

LEGAL SIGNATURE OF AFFIANT

(Print or Type Legal Name of Affiant)

Sworn to and subscribed before me this _____ day of _____, _____

Notary Public - State of: _____

My Commission Expires: _____

Print/Type and Stamp commissioned name of Notary Public

NOTARY SEAL

Personally known __ or Produced Identification __

Type of Identification Produced _____

****Post office box addresses are not acceptable.**

SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(a),
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to _____
(print name of the public entity)
by _____
(print individual's name and title)
for _____
(print name of entity submitting sworn statement)

whose business address is _____

and (if applicable) its Federal Employer Identification Number (FEIN) is _____

(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: _____.)

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1) (g), **Florida Statutes**, means a violation of any state or federal law by a person with respect to an directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1) (b), **Florida Statutes**, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non jury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133 (1) (a), **Florida Statutes**, means:
1. A predecessor or successor of a person convicted of a public entity crime; or
 2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
5. I understand that a "person" as defined in Paragraph 287.133 (1) (e) **Florida Statutes**, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (indicate which statement applies.)

____ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

____ The entity submitting this sworn statement, or one or more of its officers, directors executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administration Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place submitting this sworn statement on the convicted vendor list. (attach a copy of the final order)

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

(signature)

Sworn to and subscribed before me this _____ day of _____, 200 ____.

Personally known _____

OR Produced Identification _____

(Type of identification)

Notary Public - State of _____

(Printed typed or stamped
commissioned name of notary public)